

Division of Construction's Contract Change Order Direction Matrix

Direction:	Direction Scope	District Action
To Proceed with the Work	Division of Construction authorization to proceed required for contract change order work authorized prior to full execution of the contract change order. This written work authorization by the engineer is to be used only in an extenuating circumstance exception basis. The authorization is complete and satisfactorily prepared by the district.	Authorize the contract change order work in writing per <i>Standard Specifications</i> 4-1.03, "Changes." Prepare contract change order and obtain Division of Construction issue and approve direction within 7 working days. Execute the change order as soon as possible; no later than 21 working days.
To Issue and Approve	Division of Construction approval granted on the basis of a satisfactorily prepared contract change order and contract change order transmittal memorandum.	Approve the contract change order in accordance with Division of Construction directions including any required minor revisions or conditions designated by the Division of Construction telecopy.
To Revise - Not Authorized	Changes are required before the Division of Construction approval will be granted.	Revise the contract change order in accordance with the Division of Construction telecopy. Submit for reconsideration or elevate the issue for resolution by the district construction division chief and the assistant Division of Construction chief.
To Process in the District	Division of Construction approval for this contract change order is not required. Authority to approve the contract change order has been delegated to the district.	Approve the contract change order in the district.
Ratify Post Performance	District administration of the contract change order committed the Division of Construction to a course of action without required approvals.	Review internal contract change order procedures and implement measures to assure future transgressions are prevented.
Request for Information	Additional information is required for the Division of Construction to evaluate the contract change order.	Collect the requested information and transmit it to the Division of Construction. The district may elect to revise the contract change order and resubmit it when the additional information is provided.
Void	Changes that are authorized or executed by the district outside their delegated authority and that are fatally flawed; including provisions that violate state law or federal law.	Void the contract change order.
CCO Approved in Headquarters	Division of Construction originated and approved a contract change order without district involvement. Often used to expedite arbitration or other payments to the contractor.	Process the contract change order by entering it in the contract administration system and flagging the contract change order for payment.
Unauthorized	The district exercised authority outside of policy or delegation. The contract change order contradicts policy, delegation, or approval criteria. The contractor may have performed the work without authorization to proceed. The district may not have initiated the contract change order before the work was completed.	Review internal contract change order procedures and implement measures to ensure future transgressions are prevented
Other	Category used for all situations that cannot be classified above.	Division of Construction approval is not granted. District complies with instructions provided by the Division of Construction telecopy.